

**University of North Texas**  
**Department of Geography & the Environment**  
**Workload Allocation Process**  
**Working Draft: August, 2019**

The Department of Geography & the Environment (DGE) determines Workload Time Allocations (WTA) on an annual basis based on a workload plan (WP) with an opportunity to make revisions during the middle of the year. The WTA is related to the annual update process for evaluating faculty productivity through the Personnel Affairs Committee (PAC).

## **I. Workload Time Allocations**

Each faculty member's contribution to departmental productivity in teaching, service, and research is planned through their Workload Time Allocation (WTA), which specifies a percentage of effort each year devoted to teaching, service, and research. For each faculty member, the WTA is determined by the chair of the department in consultation with the Personnel Affairs (PAC) Policy. To facilitate this, each faculty member must submit a WP for the upcoming year to the chair of the department and meet with her/him between November 1 and December 15.<sup>1</sup> The purpose of the meeting is to discuss the WP and to determine the faculty member's WTA for the upcoming year. Faculty members may hold a second meeting with the department chair to adjust their WP and WTA from May 1 to August 1, after which the plans and WTA are finalized for the year. Point allocations during the annual evaluations are scaled to a standard TRS load of 40-40-20, and shifts in the WTA are scaled to the same point system recorded in the PAC Policy. Several possible time allocation types are listed below.

### Examples of Workload Time Allocations

- Lecturer Standard Load: 80% Teaching, 20% Service, 0% Research<sup>2</sup>
- Lecturer Standard Advisor Load: 60% Teaching, 40% Service, 0% Research
- Assistant Professor Standard Load: 40% Teaching, 10% Service, 50% Research
- Tenured Professor Standard Load: 40% Teaching, 20% Service, 40% Research
- Tenured Professor Advisor Load: 30% Teaching, 30% Service, 40% Research
- Tenured Professor Chair Load: 20% Teaching, 70% Service, 10% Research
- Tenured Professor ERG Administrator Load: 20% Teaching, 20% Service, 60% Research

Once the allocations are decided for all faculty, the chair of the department will notify the PAC chair of each faculty member's WTA.

## **II. The Annual Evaluation Process**

Each January, the department begins its annual evaluation process (see DGE PAC Policy), culminating in a final departmental ranking of faculty. Faculty are responsible for creating their VPAA-160 within the Faculty Information System and uploading it to Workflow. The VPAA-160 assembles activities performed within the three-year evaluation window and is the primary source for the annual evaluation process. The data used for the rankings will come from the PAC's annual evaluations of faculty members, which include absolute tallies of points in the T, R, and S but also tallies adjusted to the WTA for the preceding year. These annual

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<sup>1</sup> The WP should include the Workload Worksheet and should be submitted to the chair prior to the meeting.

<sup>2</sup> Although continuing lecturers are not required to be active in research, they are not prohibited from doing research or from having a WTA in research > 0% if the chair of the department agrees to it as part of a continuing lecturer's professional plan.

evaluations are the same evaluation letters submitted to Workflow according to UNT policy. In the final ranking, the department chair groups faculty into two to four performance groups. This ranking is submitted according to UNT policy. These groupings, based on the outcome of the PAC annual evaluation, are used by the chair of the department to inform decisions regarding salary increases specified for merit and excellence. Details of the PAC annual evaluation process are found in the DGE PAC Policy.

### **III. Allocation Guidelines**

The details of the point allocations and how they relate on a percentage basis to WTA are found in the DGE Personnel Assessment Policy. Basic examples of Teaching, Service, and Research allocations are presented below.

#### **Teaching (examples include)**

- Each course: 10% annually
- Each new course preparation: 1.5% annually (multiplied by the number of new preps)
- Summer courses are treated as outside the employment contract

#### **Service (examples include)**

- Departmental committee membership: 2.5% annually
- Departmental committee chairperson: 5% annually
- Graduate or undergraduate advisor: 10% annually
- Lab coordination: 2.5% annually
- Certificate coordination: 2.5% annually
- Journal editor: 5-10% annually

#### **Research (examples include)**

- Grant seeking, grant-funded research, publication, and other research workload allocations are scaled to our point allocation system in our PAC Policy.
  - For example, as one possibility, 40% R could include a mix of 1 sole/lead authored Tier 2 journal article, a Tier 1 conference presentation, and a grant application.

**University of North Texas -- Department of Geography & the Environment**

**Workload Worksheet – Academic Year 2019-2020**

With consultation with the chair of the DGE, the workload time allocation for

\_\_\_\_\_ will be as follows:

Teaching \_\_\_\_\_ Service \_\_\_\_\_ Research \_\_\_\_\_

| Teaching (Item description) | Percentage of time spent |
|-----------------------------|--------------------------|
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| Total Teaching Percentage   |                          |
| Service (Item description)  | Percentage of time spent |
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| Total Service Percentage    |                          |
| Research (Item Description) | Percentage of time spent |
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| Total Research Percentage   |                          |

Signed: \_\_\_\_\_  
                  (faculty member)

Date \_\_\_\_\_

Signed: \_\_\_\_\_  
                  (Chair, DGE)

Date \_\_\_\_\_